



ASSOCIATE RIGHT OF WAY AGENT

Departmental Promotional

Exam Code: 5TR42

Department: Caltrans

Bulletin Revised Date: 08/04/2016

**Final Filing Cut-off Dates: Continuous (March 31st, June 30th,
September 30th, December 31st)**

Salary: \$4,829.00 to \$6,048.00

INTRODUCTION

Caltrans is pleased to announce the posting of the Associate Right of Way Agent examination. Employment from this examination may be offered in all Caltrans Districts and Sacramento County.

Testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

EQUAL EMPLOYMENT OPPORTUNITY

Caltrans is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

This is a Departmental Promotional examination for Caltrans. Applicants must be:

- 1) A permanent civil service appointment with Caltrans as of the final filing date in order to participate in the examination; or
- 2) Have been employed with Caltrans within the last three years, without a break in State civil service; or
- 3) A current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
- 4) A current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code §18992; or
- 5) A person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code §18991. Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).

FILING INSTRUCTIONS

Applications (STD 678) must be received or postmarked no later than the cut-off date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked after the cut-off date, personally delivered, or received via interoffice mail after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

***FILE BY MAIL:**

**Caltrans
Examination Services (MS 86)
P.O. Box 168036
Sacramento, CA 95816-8036**

***FILE IN PERSON:**

**Caltrans
Examination Services (MS 86)
1727 30th Street, 1st Floor
Sacramento, CA 95816**

***Candidates are responsible for obtaining proof of mailing or submission of their application to Examination Services.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements.

POSITION STATEMENT

This is the full journey level of the Right of Way Agent series. Under general direction of a higher level Right of Way Agent, has extensive public contact representing the Department in dealings with property owners, tenants, the public and other agencies; acts as a fiduciary representative of property owners; may lead and direct the work of Right of Way Agents; must be capable of determining his/her own work schedule. Typically, activities involve considerable freedom of action. In the appraisal and acquisition processes, is responsible for appraising and/or negotiating for all types of properties including relocation or protection of public and private utility facilities. In the planning and management function, is responsible for capital and support budgeting, project scheduling and monitoring, right of way certification, preparation of route estimates, development and implementation of EDP systems, and developing and coordinating staff training and development activities. The Associate may direct and coordinate several programs, such as Planning and Management, Property Management, Utilities Relocation, Excess Lands, Relocation Assistance or Condemnation. In larger urban districts, is responsible for accomplishment of programs on one or more projects. In the Division of Right of Way, participates in assigned phases of statewide program areas including analysis and recommendations for specific program actions, prepares reports and records and may assist in analysis and development of policy.

ELIGIBLE LIST INFORMATION

A Departmental Promotional statewide eligible list will be established for Caltrans in all Districts and Sacramento County. The names of successful competitors will be merged onto the list in order of final scores, regardless of date. Competitor's eligibility will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the written test date. Your signature on the application indicates that you read, understand and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

NOTE: Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional

experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the examination:

<http://calhr.ca.gov/state-hr-professionals/pages/4959.aspx>

MINIMUM QUALIFICATIONS

EITHER I

Two years of experience in the California state service performing the duties of a Right of Way Agent, Range B. (Persons with eighteen months of experience as a Right of Way Agent, Range B, may be admitted to the examination but they must satisfactorily complete two years of experience at Range B before they can be considered eligible for appointment.)

OR II

Experience: Four years of experience in the acquisition of rights of way for governmental or public utility use, including at least two years of experience negotiating for the donation or purchase of lands, improvements, and rights of way for transportation facilities or other public purposes and the making of appraisals of average difficulty and experience in providing relocation assistance to displaced persons and businesses. (Experience in the California state service applied toward this requirement must include at least two years performing the duties of a class with a level of responsibility not less than Right of Way Agent, Range B.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

EXAMINATION INFORMATION

This examination will consist of two (2) phases:

A Written (Multiple – Choice) section weighted at 50%

A Modified Qualifications Appraisal Panel (ModQAP) section weighted at 50%

In order to obtain a position on the eligible list, a minimum combined score of 70% must be attained.

For the ModQAP section of the examination, accepted candidates will participate in the examination **using a computer to type their responses** to answer questions.

The Written and Modified Qualification Appraisal Panel will be an in-person examination and is anticipated to be administered on a quarterly basis.

Applications will be accepted on a continuous basis.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Basic appraisal principles, methods, and sources used to prepare and write appraisal reports
2. Basic arithmetic
3. Basic algebra
4. Basic geometry
5. Organization and procedures of the Department of Transportation and transportation facilities construction and maintenance as related to the functions and principles of the Division of Right of Way
6. Land development and investment principles and practices
7. Federal Highway Administration policies and procedures relative to right of way activities
8. Laws, policies, and procedures involving the concepts of transportation facilities and their impact on the community and the environment
9. Common methods of describing real property
10. State and Federal relocation assistance requirements and the Relocation Assistance Program
11. The effect on property values of deed and tract restrictions, zoning ordinances, setbacks, tax and improvements assessments, easements, and encroachments

Ability to:

1. Speak and write English clearly and effectively
2. Read and understand English including engineering terminology and the quasi-legal terminology found, for example, in statutes relating to the California Department of Transportation and in the laws, policies, rules, and regulations relating to the appraisal and acquisition of property for public purposes
3. Assemble and analyze data and be able to understand property appraisal and the principles underlying the appraisal process
4. Make accurate mathematical computations and calculations
5. Reason quickly, logically, and creatively in unique and stressful situations
6. Establish and maintain cooperative relationships with individuals contacted in the course of their work
7. Conduct successful right of way negotiations with the public and with representatives of other governmental organizations
8. Follow directions
9. Prioritize workload and multitask effectively
10. Lead and mentor the work of others
11. Make accurate real property appraisals, including the appraisal of complex parcels involving severance damages and benefits

12. Manage, operate, maintain, and coordinate clearance of rental properties acquired by the State
13. Effectively coordinate and apply community and environmental concepts and guidelines to the Right of Way Program
14. Coordinate excess land sales
15. Conduct complex negotiations
16. Confer with attorneys
17. Develop, monitor, and forecast capital and support budgets

VETERANS' PREFERENCE

Veterans' Preference will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

CONTACT INFORMATION

For more information regarding this examination, please contact the examination analyst at (916) 227-7731.

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact **the testing department** three days prior to the written test date if he/she has not received his/her notice to appear.

If a candidate's notice of examination fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at <https://jobs.ca.gov/pdf/std678.pdf>, California Department of Human Resources (CalHR) offices, and local offices of the Employment Development Department.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the

performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Caltrans reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to Caltrans, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.